

## POLICIES

### Class Cancellation

The Italian American Academy of San Diego (IAASD) reserves the right to cancel or rearrange classes if sufficient number of students is not reached. If IAASD cancels a class, students can choose to receive a credit or a refund.

### Withdrawal & Refund Policies

#### Administration fee, registration deposit and school supplies refunds

Registration fees and school supply fees are NOT refundable.

### Tuition

Tuition is due prior to the start of class.

### Tuition refunds

- *Refunds prior to commencement of classes*

If you pay tuition, but choose to withdraw your child(ren) 2 weeks before commencing of the classes, you will receive a full tuition refund.

In the unlikely event that you should need to withdraw your child(ren) **once the term has begun**, a 30 days notice, in writing, is required. An email notification may be sent to the programs director (programs@iaasd.org) or administration officer (administration@iaasd.org). An administration fee of \$50 will be charged to your account.

Tuition refunds will be as follows:

- *For yearly and semi yearly payments (IFL and LCI)\**

A proration will be calculated based on the month-to-month rate. No partial month proration will be calculated and a \$50 administration fee will be charged.

- *For monthly payments (9 installments payment IFL and LCI)\**

No partial month proration will be calculated and a \$50 administration fee will be charged.

\*Any cancellations occurring after March 31st (two months prior yearly program ends) are not eligible for any refund.

- *Tuition refunds for quarterly programs (IFL and special classes)*

A proration will be calculated based on the cost per class rate. No reimbursements are available after the second class.

## **Late Tuition/ Child Exclusion Policy**

Please note that if tuition payment is not received prior to the beginning of the first day of classes, or the due dates indicated on your payment plan and you have not made other specific arrangements beforehand your account will be charged with a late fee of \$30. If tuition payment and late fee are not received by the beginning of the second day of classes your child(ren) may be excluded from participating in class.

## **Pro-rated or Partial Tuition**

As a general rule, we are not able to offer pro-rated or partial tuition. Doing so is at the discretion of Italian American Academy staff and board on a per case basis.

## **Class Hours and Promptness**

Classes will begin and end promptly. Italian American Academy does not offer early drop off or after care. Please make every effort to get your child(ren) to class on time and to pick them up as soon as class is over.

## **Make-Up Classes**

Due to our small size and limited scheduling opportunities, at present, make-up classes are not available, for any reason.

## **Class Observation, Participation and Volunteer**

To best facilitate learning and reduce distractions in class, observing a regularly scheduled class is typically not allowed.

We welcome the volunteer support of one parent per class upon certain number of children and particular circumstances. Please see our Programs Director ([programs@iaasd.org](mailto:programs@iaasd.org)) for the volunteer opportunities available in our classes. All volunteering parents need to sign a volunteer form and perform a live scan search.

## **Sick Child Policy**

If your child has a fever or a very active cold, please keep them at home for the day. Children will be in close contact as they participate in school activities. If your child is contagious to others please be courteous to other students and keep your child at home.

## **Pick up and release Policy**

Staff will ONLY release your child(ren) to adults (parents and emergency contacts) already listed on your Application Form. Note that these contacts will be required to provide photo ID in order to leave with your child. Please inform your child's teacher if there will be a change in who is retrieving your child(ren) when you drop your child off for class.

## **Additional Rules and Policies**

Since we are using space normally occupied by other classes at the school, there will not be permanent storage for your child(ren)s things in their classroom or at the school.

It is also important that all items be labeled for identification in case of loss. We cannot be responsible for lost or stolen items.

## **Food and Other Allergies**

### ***Family's Responsibility***

Notify the school of the child's allergies.

Educate the child in the self-management of their food allergy including:

- \* safe and unsafe foods
- \* strategies for avoiding exposure to unsafe foods
- \* symptoms of allergic reactions
- \* how and when to tell an adult they may be having an allergy-related problem
- \* how to read food labels (age appropriate)

Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.

Provide emergency contact information.

### ***School's Responsibility***

Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.

Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.

### ***Student's Responsibility (age appropriate)***

Should not trade food with others.

Should not eat anything with unknown ingredients or known to contain any allergen.

Should be proactive in the care and management of their food allergies and reactions based on their developmental level.

Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.